



05/16/2014

**United States Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal**

MINUTES FROM PREQUOTATION CONFERENCE HELD ON MAY 12, 2014

Ref. SPO500-14-Q-0002 – Paint Exterior Window Frames and Exterior Security Grills

I. Introduction:

The meeting was called to order at 9.45 am. The Procurement Supervisor (PS), Adelia Monteiro, welcomed all attendees and introduced Embassy's staff participating in the meeting:

Anthony Loh (Contracting Officer), Gary Edwards (Facility Manager), Victor Madeira (Maintenance Supervisor), Jose Gregorio (Procurement Assistant and Note taker), Jose Freitas (Procurement Clerk).

Copy of the Agenda was distributed to all attendees.

Pre-Proposal Conference meeting was attended by representatives the following local companies:

- Bernossul
- CBC Construções Borges & Cantante Lda

- Companhia das Obras
- Pascoal Monteiro Construções Lda.
- Socodefil, Lda
- Tanagra Empreiteiros
- Caetano Coating
- António Tavares Lopes

All participants introduced themselves to the meeting and focused their company's roles and business area. The Procurement Supervisor (PS) explained how questions on the solicitation had to be put in writing and that all prospective offerors would be receiving copies of all answers also in writing in order to give fair business opportunity to all. During her introduction PS explained that any changes to the solicitation would have to be made through written amendments to the solicitation. Further in her presentation, PS referred to the Federal Acquisition Regular (FAR) and Department of State Acquisition Regulation (DOSAR) and how the Contracting activity is regulated by these two codes under the general supervision of the Office of the Procurement Executive, in Washington D.C.

Mr. Gary Edwards (FAC) explained briefly his role as Contracting Officer Representative (COR). Both PS and FAC referred the attendees to a Site Visit where other questions / concerns, if any, would be addressed.

Further in her explanation of the solicitation procedures, PS, mentioned form SF1449 that needs to be filled out by prospective quoters, par 24 and 30 are mandatory. The price will have to be in Euros and proposals have to mention if the total amount already includes VAT or not.

On contract clauses, PS, referred that full content may be accessed online, she particularly explained in detail to all prospective quoters at the meeting that, according to FAR 52.204-7 it is mandatory for USG contracts above \$25,000.00 that contractors

acquire a Duns & Bradstreet Number and register with SAMS (System for Award Management Maintenance).

PS referred to Section III (Solicitation Provisions) of the Solicitation regarding the need to fill out all necessary forms and submission of relevant documentation along with the price proposal.

Question: Is there a base price for the solicitation?

Answer: No, there is not any base price set in advance. We advise you to carefully read through the solicitation and address any questions in writing to the Embassy email.

Gary Edwards (FAC), informed all present that the Embassy will provide the prospective quoters with a map of quantities with measurements. He also mentioned that most windows need replacement of the existing caulking with architectural grade in brown. The awarded contractor should provide samples of the products prior to the work. He noted that all work will be done on the exterior of building. Scaffolding will be done according to the U.S. Military Engineering Handbook. Safety equipment has to be in place.

Question: Could we use a crane or elevator platform instead of scaffolding?

Answer: No. The space in most locations by the building external perimeter is very narrow and the use of a crane or elevator platform would not be possible.

FAC informed all prospective quoters that detailed guidance on some security regulations will be provided by the Embassy Regional Security Office (RSO), particularly issues regarding use of stepladders and scaffolds, other norms regarding stowing away tools and materials at the end of each working day.

FAC further informed attendees that one section of the Embassy will be soon begin renovation works, therefore, the awarded contractor to this project should begin the work by that sector of the office building. FAC explained that the building has a combination of wooden and metal window frames and the color code will have to be the same for all. Some of the wood windows are in bad condition therefore; it requires not only sanding

but a few paint coats. Apart from sanding, metal windows require a primary coating before paint is applied.

Question: Can we paint from the inside the offices?

Answer: No, all work will have to be done from the outside.

Question: Can we have sample pictures of the windows?

Answer: We will request the RSO for approval. But, we may eventually provide you with some photo samples of the windows (wooden and metal).

PS: Informed the attendees that any delays will be published on the Embassy website and properly communicated to the prospective quoters. She also emphasized that additional questions/concerns may be addressed in writing via email and will be answered as soon as possible.

Question: How can we provide a good quality of the paint finishing if we have to work with closed windows? If paint dries out on closed windows, they will hardly open without damaging the fresh paint.

Answer: FAC informed most wooden windows will be re-varnished. Embassy FAC staff will work in cooperation with the contractor to minimize negative impact on the operation.

SITE VISIT:

The prospective quoters, accompanied by the FAC and all other meeting attendees, toured the Embassy building.

Victor Madeira, Maintenance Supervisor, mentioned that some external walls around the windows need to be power washed. However, some prospective quoters referred that power washing should be extended to other walls because partial washing would then show different patterns of dirt on the overall aspect of the building, therefore suggested that a full power wash work should be considered.

Conclusion:

PS: Informed all attendees that a modification will be issued to include a map of quantities and measurements of the windows. The modification will be published of Embassy website shortly.

Since no additional questions were raised, PS and FAC concluded the meeting by thanking everyone presence. The CO adjourned the meeting at 11.15 am and prospective quoters were escort out of the Chancery building..